

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

**379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
Hillsborough.firesafety@comcast.net**

REGULAR MEETING

OCTOBER 9, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, October 9, 2018 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Charlie Nuara called the meeting to order.

Following the Pledge of Allegiance to the Flag, a call of the roll indicated that Board members present were: Commissioner Charlie Nuara, Commissioner John Catrombon, Jr., and Commissioner John Lazorchak. Also present were Fire Chiefs: Chief Everett Heider, Fire Co. #1; Chief Bill Shaffer, Fire Co. #2, Chief Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger. Absent: Commissioner Pat Buckley and Commissioner Mike Carone.

In accordance with the state of NJ "Sunshine Law" adequate notice of this meeting was provided by mailing notification to the Hillsborough Beacon and Courier News. Notice was also delivered to the Township Clerk and posted on the Municipal Building Bulletin Board.

APPROVAL OF MINUTES

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the Regular Meeting minutes of September 12, 2018. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the Work Meeting minutes of October 4, 2018. Roll call vote: All approved.

TREASURER'S REPORT

SEPTEMBER 30, 2018

Checking Account Balance:	\$ 29,650.16
Savings Account Balance:	\$ 994,491.55
LOSAP	\$ 79,220.13
Capital Expense Account Balance:	<u>\$ 953,291.04</u>
Total of all Accounts:	\$ 2,056,652.88
Expenditures for September 2018:	\$ 221,882.34

Amount to be transferred to Checking from Savings	\$ 225,000.00
Amount to be transferred to LOSAP from Regular Savings: (Account Balance Correction)	\$ 134,000.00

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the Treasurer's Report. Roll call vote: All approved.

CORRESPONDENCE

Commissioner Nuara read the list of incoming correspondence consisting of:

- Monthly Fire Reports (*On file in the Fire Safety Office*).
- Fire Safety Out-of-Service Schedule (*Attachment*).
- Resolution 2018-20- Disposal of Property
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve Resolution 2018-20 – Disposal of Property. Roll call vote: All approved.**
- Resolution 2018-21 – Authorizing Award of Lease for Copy Machine
 - **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve Resolution 2018-21 – Authorizing Award of Lease for Copy Machine. Roll call vote: All approved.**
- Resolution 2018-22 – Authorizing Award of Contract for Fire Rescue Boat
 - **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve Resolution 2018-22 – Authorizing Award of Contract for Fire Rescue Boat. Roll call vote: All approved.**
- Resolution 2018-23 – Authorizing Participation in NPPGOV Co-Op
 - **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve Resolution 2018-23 – Authorizing Participation in NPPGOV Co-Op. Roll call vote: All approved.**

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for September 2018.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	40	225.3	303	1,490.06	4	97.0	27	910.8
#2	58	525.5	551	4,040.8	6	344.8	26	1,241.8
#3	27	213.2	225	1,579.7	0	0	14	872.9
<u>Neshanic</u>	31	279.6	194	954.7	2	27.0	21	512.5

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- Fire Prevention visits are on-going. We are visiting all the schools and daycare centers. I appreciate everyone that is coming out to help.
- Permission to lease a new copy machine. (Refer to Resolution 2018-21).
- Fire Marshal Bassi has completed DCJ Fire and Arson Training. This was a 3-week class by the Department of Criminal Justice of New Jersey.
- Inquired if anyone is having any problems with the fuel program. Chiefs responded that there are no problems.
- If anyone is having any problems or concerns with anything, please don't hesitate to contact me.

APPARATUS – EQUIPMENT REPORT

Chief Everett Heider of Fire Company #1 reported the following:

CAR 36: Mileage – 54,856
No issues reported.

CAR 36-2: Has a lot of issues.
ENGINE 36: No issues reported.
LADDER 36: Door latch was repaired.
TENDER 36: Tank is leaking and is going to Seagrave on Friday October 12, 2018.
BRUSH 36: No issues reported.
BRUSH 36-2: No issues reported.
RESCUE 36: Radio was repaired.
Coming out to repair portable charger.
RANGER 36: Trailer was repaired.
MARINE 36: No issues reported.
Small Equipment: Saw was replaced.
1 extinguisher was recharged.
Boat light was replaced.

Chief Bill Shaffer of Fire Company #2 reported the following:

CAR 37: Mileage – 25,136
Running board light was replaced.
CAR 37-2: No issues reported.
ENGINE 37: Brakes were repaired.
Tank to pump valve were replaced.
Foam drain was repaired.
ENGINE 37-2: Power loss issue was check and unfounded, will continue to recheck.
TOWER
LADDER 37: No issues reported.
BRUSH 37: No issues reported.
BRUSH 37-2: Emergency brake cable was adjusted.
REHAB 36-1: No issues reported.
RESCUE 37: No issues reported.
Small Equipment: 1 saw was repaired.
4 water extinguishers were recharged.

Chief Mike Murphy of Fire Company #3 reported the following:

CAR 38: Mileage – 37,085
Running board lights were repaired.

CAR 38-2: No A/C.

ENGINE 38: No issues reported.

LADDER 38: Font wheel bearing was repaired.
Ladder not turning on and off, was repaired.
Air ride seat does not go up and down.

TENDER 38: Air compressor was replaced and adjusted.

BRUSH 38: PM service was completed.

RESCUE 38: No issues reported.

DEUCE 38: No issues reported.

MARINE 38: Out of service.

Small Equipment: 1 extinguisher was recharged.
100' 5" LDH is out for repair
5" LDHp Pony is out for repair

Chief Kit Crisafulli of Neshanic Volunteer Fire Company reported the following:

CAR 48: Mileage – No report.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: Operational, but going out of service for repairs soon.

MINI PUMPER 48: No issues reported.

Small Equipment: N/A

R&R COMMITTEE UPDATE

FAP:

- No report.

Signal 100 Team:

- A team meeting has been scheduled for November 6, 2018 at 7:30 pm at Station 38.

APPROVAL TO PAY CLAIMS LIST 2018- 10

Date	Num	Name	Memo	Amount
10/09/2018	23362	HILLSBOROUGH FIRE CO.#1	18-616	480.36
10/09/2018	23363	ALLEGRO ENTERPRISES INC	18-617 Invoice I3331/I3395	16.03
10/09/2018	23364	Amazon.com	18-618 Order 111-6083575-3067420	41.99
10/09/2018	23365	Amazon.com	18-619 Order 113-4905720-0040208 & 113-7163699-7585007	232.04
10/09/2018	23366	ALERT-ALL CORPORATION	18-620 invoice 218090516	4,420.00
10/09/2018	23367	UPS	18-621 Invoice 74Y02Y378	49.09
10/09/2018	23368	AUTO ZONE INC	18-622 Invoice 3284734304/3284738857/3284740146	244.43
10/09/2018	23369	Auto Plus	18-623 Invoice 45597959/45599013	69.66
10/09/2018	23370	APPROVED FIRE PROTECTION	18-624 Invoice IN00022231/ST00026415	115.20
10/09/2018	23371	BILL SHAFFER	18-625	304.93
10/09/2018	23372	SOMERSET COUNTY VEHICLE MAINTENANCE	18-626 Invoice 250	340.81
10/09/2018	23373	CENTRAL JERSEY NURSERIES	18-627 Invoice 68804	1,165.00
10/09/2018	23374	COMCAST	18-628 Account#8499052800046635	175.94
10/09/2018	23375	CONTINENTAL FIRE & SAFETY INC.	18-629 Invoice H3635	122.00
10/09/2018	23376	CONTINENTAL FIRE & SAFETY INC.	18-630 Invoice H4039	400.40
10/09/2018	23377	COMCAST	18-631 Account#8499052800258792	115.89
10/09/2018	23378	CC Embroidery Creations	18-632	59.95
10/09/2018	23379	CENTRAL JERSEY NURSERIES	18-633 Invoice 67093/ 67094/ 67256	132.50
10/09/2018	23380	Clean Air Company, Inc.	18-634 Invoice 18-0766	377.60
10/09/2018	23381	COMMUNICATION SPECIALIST, INC	18-635 Invoice 38924/38925	276.00
10/09/2018	23382	DAVE'S HEAVY TOWING, INC.	18-636 Invoice 319423	250.00
10/09/2018	23383	Enforsys, Inc.	18-637 Invoice ESP1810010	420.00
10/09/2018	23384	FLEMINGTON DEPT STORE	18-638 Invoice 64407	468.75

10/09/2018	23385	First Priority Emergency Vehicles	18-639 Invoice 18577	1,113.71
10/09/2018	23386	First Priority Emergency Vehicles	18-640 Invoice 18544	124.50
10/09/2018	23387	FLEMINGTON DEPT STORE	18-641 Invoice 64043/64045	486.00
10/09/2018	23388	FLEMINGTON DEPT STORE	18-642 Invoice 63841	106.00
10/09/2018	23389	FLEMINGTON DEPT STORE	18-643 Invoice 63628	247.95
10/09/2018	23390	First Priority Emergency Vehicles	18-644 Invoice 18427/18426/18424/18425/18429	1,037.50
10/09/2018	23391	Grainger	18-645 Invoice 9906370623	167.04
10/09/2018	23392	HILLSBOROUGH FIRE CO.#2	18-646	88.07
10/09/2018	23393	HILLSBOROUGH FIRE CO.#2	18-647	108.08
10/09/2018	23394	HUNTERDON EMERGENCY SV TRAINING CTR	18-648 Invoice 1800612	60.00
10/09/2018	23395	HUNTERDON EMERGENCY SV TRAINING CTR	18-649 Invoice 18-00616	120.00
10/09/2018	23396	Johnson, Ken	18-650	34.12
10/09/2018	23397	MINERVA CLEANERS	18-651 Invoice 474-92	286.25
10/09/2018	23398	NIC Group, Inc.	18-652 Invoice MSP-11090	1,450.00
10/09/2018	23399	NORTHEAST GREAT DANE NEW JERSEY FIRE EQUIPMENT COMPANY	18-653 Invoice 0106106671	1,200.00
10/09/2018	23400	Packet Media, LLC	18-654 Invoice 56216	70.00
10/09/2018	23401	RICHARD M. BRASLOW ESQ.	18-655 Invoice 300435388	31.62
10/09/2018	23402	Rescue Products International Inc	18-656	1,314.00
10/09/2018	23403	SOMERSET COUNTY EMER. SERV. TRAINING	18-657 Invoice 809	4,295.00
10/09/2018	23404	SOMERSET COUNTY EMER. SERV. TRAINING	18-658 Invoice 12922	75.00
10/09/2018	23405	SKYLANDS FIRE EQUIP.	18-659 Invoice 12998	1,900.00
10/09/2018	23406	SHARP BUSINESS SYSTEMS	18-660 Invoice 10066	21,882.54
10/09/2018	23407	SOMERSET COUNTY EMER. SERV. TRAINING	19-661 Invoice 9001118148	376.97
10/09/2018	23408	SOMERSET COUNTY EMER. SERV. TRAINING	18-662 Invoice 249	451.95
10/09/2018	23409	TREASURER, STATE OF NEW JERSEY	18-663 Invoice 12976/12973	1,150.00
10/09/2018	23410	TOWNSHIP OF HILLSBOROUGH	18-664	91.00
10/09/2018	23411	The Hose Shop	18-665	167,413.69
10/09/2018	23412	TSC Tractor Supply Credit Plan	18-666 Invoice 00152832	38.72
10/09/2018	23413	VERIZON WIRELESS	18-667 Acct#6035301205015538	22.99
10/09/2018	23414	VERIZON	18-668 Invoice 9814675981	842.35
10/09/2018	23415	Wex Online	18-669 Acct#9083690609 114 37Y	48.85
10/09/2018	23416	Witmer Public Safety Group, Inc.	18-670 Invoice 56049913	2,672.31
10/09/2018	23417	W.B.MASON COMPANY, INC.	18-672 Invoice E1757700	731.97
10/09/2018	23418	RWJ Physician Enterprise, PA	18-673 Invoice 158360275/18015553/158554547/158696051	291.83
10/09/2018	23419	ROY HOROWITZ	18-674	148.00
10/09/2018	23420	MIKE MURPHY	18-675	317.77
10/09/2018	23421	JOANN BULLOCK	18-676	270.95
10/09/2018	23422	Chexalance LLC	18-677	252.00
10/09/2018	23423	W.B.MASON COMPANY, INC.	18-678 Invoice 1058	200.00
10/09/2018	23424		18-671 Inv I59024946	85.04
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				221,882.34

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the Claims List 2018-10. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve to pay the Claims List 2018-10. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-10

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$225,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$134,000.00 from savings account to LOSAP account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

- No report.

Budget:

- Very close to being complete.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Other:

- High Strength Hydraulic Cutter Battery Powered.
 - o Asked Captain Guzy if we already have a cutter and he responded we do not.
 - o Would like Captain Guzy to come to the November 8, 2018 Work Meeting to discuss further.

- Top 10 Responders:
 - o Would like to continue to do a \$100.00 gift certificate to Café Picassa for the Top 10 Responders. A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve to award a \$100.00 gift certificate to the Top 10 Responders from each District Fire Company.

- Pay-Per-Call:
 - o Need to get the list of Top 10 Responders by December 3, 2018, as well as the pay per call list.

- Officer Residency:
 - o Stations 36, 38 & 48 have a Policy with guidelines for Officer Residency.
 - o Asked Chief Shaffer if they are working on the bi-laws for this. He responded that it is being worked on.
 - o Told Chief Shaffer if Station 37 does not come back with a solution, then the Commissioners will put guidelines in place.

- Apparatus Fleet List:
 - o A Fleet List was handed out to the Commissioners at the October 4, 2018 Work Meeting. Discussed the list and will have Joann Bullock send the list to the Chiefs.

- CEVO Requirements:
 - o Testing needs to be done again. Chiefs need to check on this.
 - o Will change the guidelines from 3 years to 5 years.

- Commissioner Duties:
 - o Will be stepping down as Chairman and will handle the Treasurer Position until my term is up in March 2019.
 - o Commissioner Lazorchak will take over Chairman Position.
 - o Commissioner Carone will take over the Secretary Position.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- No report.

Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Commissioner Lazorchak:

Insurance:

- No report.

Medical (Physicals):

- No report.

Fit Testing:

- Asked the Chiefs if all is good with the updated schedule.

Commissioner Buckley:

- Absent – No report.

Commissioner Carone:

- Absent. No report.

CHIEF'S REPORTS

Chief Everett Heider - Fire Company #36:

Drills: Piscataway Fire Academy Drill will be held on October 11, 2018, 6:30 departure.

VRI Walk Thru Drill will be held on October 25, 2018 at 7:00 pm.

- Discussed water rescue accessories, i.e. knife, whistles, tow tethers and helmets.
- Inquired about the photo policies within the District. Captain Guzy explained that the schools and daycare centers, pictures cannot be taken without parental permission. Can pictures be taken at Community Events? Chief Fire Marshal Weniger will be looking into this.
- Truck or Treat will be held on October 27, 2018.

Chief Bill Shaffer – Fire Company #37

Drills: Walk Thru at Aeropres Drill on October 23, 2018 at 7:00 pm.

Live Burn Drill at Middlesex Fire Academy on October 20, 2018 at 9:00 am.

- Can Bucket light switches be programmed to be accessible from the cab? Chief Fire Marshal Weniger said he already has a quote for that and it will cost approximately \$600.00. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Lazorchak to approve to have the bucket light switches programmed to be accessible from the cab. Roll call vote: All approved.**

Chief Mike Murphy – Fire Company #38

Drills: Extrication Drill was held on October 1, 2018.

Bailout Drill was held on October 8, 2018.

Phase 5 Drill will be held on November 5, 2018 at 7:30 pm at the Academy.

Forcible Entry Drill will be held on November 12, 2018 at 7:30 pm at the Academy.

- Would like confirmation that the hose that failed at hose testing is being replaced.
- Inquired about the Jr. Firefighters. Commissioner Buckley will be sending out an update.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Acquired Structure Drill maybe scheduled in Branchburg on October 16 or October 23, 2018.

OEM:

- No report.

PUBLIC

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ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Catrombon, Jr. to adjourn the meeting at 8:58 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments